

Professional and Managerial Branch
Water Utilities Engineering Group
Wastewater Series

PRETREATMENT ENGINEER ASSOCIATE

06/96 (SAC)

Summary

Under general supervision, assist in the administration and supervision of industrial wastewater pretreatment program.

Typical Duties

Coordinate and enforce established industrial wastewater pretreatment program policies and procedures. Involves: overseeing employees engaged in collecting and testing water samples; directing and participating in inspection of industrial processes to insure water/wastewater treatment complies with applicable Environmental Protection Agency (EPA) and state regulations; issuing permits and notifying industry representatives of noncompliance, penalty, corrective action requirements and appeal procedures; preparing documentation for legal action against businesses not in compliance; classifying establishments by industry to determine industrial surcharges and arranging billing with customer service section.

Compile and analyze data to evaluate industrial pretreatment methods. Involves: researching industrial wastewater treatment practices and recommending appropriate processes to industry representatives; reviewing inspection reports to detect deviations from EPA or other regulatory agency requirements; preparing periodic and supplemental technical environmental reports for submission to regulatory agencies; maintaining knowledge of current regulatory information and participating in audits by regulating agencies.

Supervise subordinate personnel. Involves: scheduling, assigning, instructing in, guiding checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Perform other duties as assigned. Involves: substituting for supervisor or subordinates during temporary absences to maintain continuity of operations; representing the City at public meetings and hearing, as assigned.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Civil, Environmental or Chemical Engineering and two years of professional engineering experience, including at least one year of professional experience in: environmental control activities under mandated regulations, industrial pretreatment, industrial wastewater treatment, or in environmental wastewater programs with a national or state water or wastewater regulatory agency, or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Good knowledge of the principles and practices of wastewater treatment, industrial pretreatment science and engineering; industrial pretreatment operations, industrial wastewater treatment processes, sample collection and laboratory physical and chemical testing; mathematical, statistical and engineering analysis. Some knowledge of: modern managerial practices and business law; industrial pretreatment permits and local utilities rules and regulations.

Ability to: courteously ask and respond to questions; detect systems deviating from required conditions; enforce sewage pretreatment rules and regulations tactfully and impartially; follow oral and written instructions; firmly and impartially exercise delegated supervisory authority and enforce personnel rules and regulations; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees and the general public; prepare reports and maintain record and activity logs.

Licenses and Certificates: Texas Class "C" License or equivalent license issued by another state.

Director of Personnel

Department Head